



## GUIDELINES AND POLICIES FOR CAMPUS FACILITY USE | AUGUST 2018

### Statement of Purpose

Northwestern College is guided by its mission and Vision for Learning. In fulfilling our mission, we desire to support and host events that enrich the lives of our students, faculty and staff. As a Christian higher education institution, we value our connection to the broader community and offer our facility resources to support our partners in kingdom-building endeavors.

Thus, with regard to activities and events that support the mission of Northwestern College and demonstrate our commitment to lifelong learning:

*For most college-related events, Northwestern College faculty, staff, and official student organizations can reserve campus facilities free of charge. Area RCA churches may use the campus facilities at no charge but are not exempt from set-up fees or damage deposits. Individuals and groups may rent space according to the college's rental guidelines and fees (varies by space). Northwestern College reserves the right to decline the use of campus space to any group based on scheduling conflicts and/or mission fit.*

### Scheduling & Reservation Policies

For regular campus activities and events, space is reserved during the annual calendar-planning process. Conflicts are resolved at the calendar summit. Once space for classes and regular campus activities and events are reserved, groups may then reserve available spaces on a first-come, first-served basis.

The following are general-use guidelines regarding the scheduling of facilities and the various groups approved to use campus space. *Select buildings such as Christ Chapel have scheduling and reservation policies in addition to these; see each facility's specific policies for details (links are at the end of this document).*

1. Typically, space is not available to external groups when school is in session.
2. During campus closures and the summer, facilities and staffing availability varies. An exception is made for graduation events during Memorial Day weekend. Facilities are available for use on Friday and Saturday during that May weekend, but are closed on Sunday and Monday.
3. Classes and classroom activities have priority in classroom spaces.
4. Conference rooms, Christ Chapel and the Vogel Community Room should not be used for regular on-going classes. Classes may use these spaces for special sessions if they are available.
5. **Internal NWC Departments** - Departments may reserve space on a first-come, first-served basis for NWC events.
6. **Approved Student Groups** - Student groups may reserve space as long as the group is an official student group and has approval/sponsorship from a member of the Student Life department.

## 7. NWC Employees

- a. Employees may reserve space for personal events/activities.
- b. Employees are eligible for a 50% reduction on room rental fees; set up fee and AV fees apply at 100%.
- c. Damage deposit required.

## 8. Orange City and Sioux Center Area Supporting Churches

- a. Area churches may use our facilities at no cost.
- b. Room set up fee and AV fees still apply at 100%.

## 9. External Groups

- a. External groups wishing to rent NWC facilities must provide a description and/or statement of purpose for their group as well as a description of the type of event they hope to host on campus.
- b. Room fee, set up fee and AV fees apply at 100%.
- c. Damage deposit required.
- d. Proof of insurance required in most situations.

### External Groups Partnering With a Campus Department

Departments occasionally work with an external group or organization to bring a concert or event to campus. In these situations, the following applies:

1. The group's event must be in keeping with Northwestern's mission.
2. The performer(s)' rider must be reviewed prior to approval to determine if NWC can adequately host the performer(s).
3. Proof of performer(s) or host organization insurance is required in most situations.
4. A nominal fee of \$100 (for single day events) will be charged to help cover costs for consumables and clean-up. Multiple day events will require a negotiated charge.
5. AV fees apply at 100%. If the need for AV services is extensive charges for those services may be negotiated at the time arrangements are made.
6. Northwestern should be included as an event sponsor in any and all publicity pertaining to the event, including but not limited to event notices (digital or in print), posters and printed programs.

### Political Forums/Events

Requests for use of space by any political candidate or group should be routed to the President's Office for approval. The President's Office will serve as the liaison to political groups and/or candidates.

Because we value opportunities for our students to engage with the political process up close, we are open to hosting political guests, regardless of party, on campus if a space is available. It is critical to us that the events be educationally focused and, whenever possible, we prioritize events where attendees will have opportunities for debate and lively discourse.

*We follow the guidelines for a 501(c)(3) organization with regard to political campaign activity:*

*Under the IRS Code, all IRC section 501(c)(3) organizations, including churches and religious organizations are absolutely prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office. These organizations must avoid any issue advocacy that functions as political campaign intervention.*

## How to Reserve Space

Because we are an active college campus with meetings and events held daily, it's advisable to reserve space and make arrangements for event needs as early as possible.

1. Contact the Maintenance Department at 712-707-7170 to reserve space. When applicable, maintenance will confer with another building manager (Christ Chapel and DeWitt Theatre) before confirming reservations. *For any group that does not need a rental contract, maintenance may direct groups to a building manager to make reservations directly.*
2. If space is available and the event/activity is approved, maintenance will send a contract along with guidelines and policies for facility use. Where applicable, damage deposits are required when the reservation is made.
3. Once the reservation has been approved, arrangements for any set-up, AV and food services should be made.

Contact	Needs	Phone Number/Online Link
Maintenance*	Additional tables, trash cans, set-up needs	712-707-7170 Set up instructions must be provided at least <b>2 business days in advance of the event</b> to ensure staff is available.
Audio-Visual	Screen, laptop, etc.	712-707-7250 A link to an online AV request form is below. Requests must be made at least <b>2 days in advance</b> but are recommended to be made at the time of the reservation. <a href="http://workstudy.nwciowa.edu/Tasks/LRCRequest.aspx">http://workstudy.nwciowa.edu/Tasks/LRCRequest.aspx</a>
Campus Dining**	Refreshments, drinks, snacks, meals	712-707-7246 Please give campus dining as much notice as possible, especially during breaks/summer as staffing is limited.

\*Groups may not do their own set-up.

\*\*Groups may not bring in their own food or use external catering services.

## Fee Schedule (See Room Fee Schedule for costs)

1. **A damage deposit (\$250) applies to all external groups and employees.**
  - If the damage exceeds \$250, the sponsoring organization, group or individual will be charged the appropriate repair and/or replacement fees.
  - If no damage has been done, deposits will be returned and/or applied to the room charge at the conclusion of the event.
2. **Set-Up Fee applies to all external groups and employees.**
  - Two to four 8' tables for catering are complimentary. Most spaces would not require set-up fees. See fee schedule for set-up costs.
  - For groups/events of more than 500 people, additional fees may be charged for equipment rental (banquet tables, chairs, and 8' rectangle tables). See fee schedule for equipment rental costs.

### 3. AV fees apply to all employees and external groups.

- AV that is already provided for in the space (screens, mics, house lighting, etc.) are included in the room charge (complimentary). Any services beyond what is typically provided for that space may incur AV fees at a negotiated rate based on needs. This may include but is not limited to:
  - Fees for rental equipment.
  - Fees for extensive set up of lights, light plans, sound, sound systems or multi-media presentations.
  - Operator(s) for lights, sound systems or filming (\$20 per hour).
- AV fees that are negotiated will be done so at the time of the reservation.

## General Policies for Room Use

Select spaces on campus have facility-specific policies that must be followed in addition to the guidelines below. These spaces include but are not limited to the following: Vogel Community Room, Christ Chapel, DeWitt Theatre, Ramaker Center, Bultman Center/RSC 4 court area/Juffer Fieldhouse. Please refer to those facility's specific policies for further details (links are listed at the end of the document).

1. No weddings or receptions will be held on campus.
2. All food and refreshments must be ordered through campus dining. Please do not bring food you have purchased yourself or make arrangements with another catering service.
3. Do not rearrange the furniture yourself. Make arrangements with maintenance for set-up or first get permission from maintenance to rearrange the room.
4. No candles to be used during events.
5. No alcohol is allowed on campus.
6. No grilling without permission.
7. No dances without permission.
8. No red or purple punch in carpeted areas.
9. Do not use scotch tape or masking tape to hang signs. Use 3M delicate surface blue tape.
10. Clean up after your meeting or event—leave the space equal to or better than you found it.
11. Pianos should not be moved from room to room or building to building.
12. Groups that have violated college regulations or have caused damage, unusual disturbance, or littering on previous occasions may be denied future requests for space reservations.

## Links to Specific Building Policies

[Christ Chapel](#)

[Ramaker Center](#)

[Vogel Community Room](#)

[DeWitt Theatre Arts Center](#)